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Date: 24- 08-2020

PEC/SC & ST Welfare Committee/2020-21/Circular/01

## CIRCULAR

This is to inform to all the SC & ST Students Welfare Committee members that a meeting is scheduled on 28-08-2020 at 3:15 PM through Google Meet. All the members are requested to attend the meeting without fail.

### AGENDA:

1. To discuss and finalize the functions and facilities of committee
2. To discuss and finalize the roles and responsibilities of coordinator and members.
3. Discuss the various State Govt., Central Govt. and AICTE schemes in this academic year.
4. To discuss the year planner.

SL.N O.	NAME OF THE STAFF	DESIGNATION	DEPT	NATURE OF RESPONSIBILITY
1	Dr M LAKSHMANRAO	PRINCIPAL	MECH	CHAIRMAN
2	Mr. K SINGAIAH	Asst. Professor	MECH	Coordinator
3	Mr. KRISHNA KISHORE	Asst. Professor	ECE	Member
4	Mr. N VENKATA RAO	Asst Professor	MBA	Member
5	Mr. ANDROWS	Asst. Professor	CSE	Member
6	MRS T ASHA JHOTHI	Asst. Professor	S&H	Member
7	K SAILESH KUMAR	Asst. Professor	S&H	Member
8	MISS.O.MOUNIKA	Asst. Professor	MBA	Member
9	EMMANUEL M	Student Representative	MECH	Member
10	N NAVEEN	Student Representative	CSE	Member

Copy to:

1. All HOD's
2. All Committee Members



Coordinator

**PRINCIPAL**  
**PRAKASAM ENGINEERING COLLEGE**  
**KANIGIRI ROAD**  
**KANDUKUR-523105**  
**S.P.S.R. Nellore Dt, (A.P.)**





Date: 28/08/2020

**Minutes of meeting**

PEC/SC & ST Welfare Committee/2020-21/MoM/01

Proceedings of the Meeting of SC & ST Students Welfare Committee

Date : 28-08-2020

Time : 3: 15 PM

Venue : Google Meet (online)

**MEMBERS PRESENT:**

S.No.	Faculty Name	Role	Signature
1	Dr M LAKSHMANRAO	CHAIRMAN	
2	Mr. K SINGAIAH	Coordinator	
3	Mr.G KRISHNA KISHORE	Member	
4	Mr. N VENKATA RAO	Member	
5	Mr. ANDROWS	Member	
6	MRS T ASHA JHOTHI	Member	
7	K SAILESH KUMAR	Member	
8	MISS.O.MOUNIKA	Member	O. Mounika.
9	EMMANUEL M	Member	emmanuel.
10	N NAVEEN	Member	N. Naveen

The following points were discussed during the meeting and the minutes were recorded as below,

1. The Coordinator Mr.K SINGAIAH welcomed the members of the committee who had assembled for finalizing the functions of the committee.
2. Committee discussed about the various scholarships given to the students
3. Information about the scheme of government and university was taken
4. Discussion about Admission process for the session 2020-2021
5. Discussion on online teaching and teaching methods
6. Prepared the year plan for 2020-21.

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## Resolutions:

Discussed in details about admission process. Due to pandemic situation, Notice regarding GOI and HPCL scholarship given to the students through What's app group and phone call. Respective teacher resolved issue about online teaching, online Teaching App. We have given message to the teacher to conduct online class and provide teaching Time table, study material to Students regularly.

Copy to:

1. All Committee Members



*[Signature]*  
Coordinator

*[Signature]*

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Date: 04- 03-2021

PEC/SC & ST Welfare Committee/2020-21/Circular/02

## CIRCULAR

This is to inform to all the SC & ST Students Welfare Committee members that a meeting is scheduled on 08-03-2021 at 4.45 through Google Meet. All the members are requested to attend the meeting without fail.

### AGENDA:

1. To discuss and finalize the functions and facilities of committee
2. To discuss and finalize the roles and responsibilities of coordinator and members.
3. To discuss the various State Govt., Central Govt. and AICTE schemes in this academic year.
4. To discuss the year planner.

SL.N O.	NAME OF THE STAFF	DESIGNATION	DEPT	NATURE OF RESPONSIBILITY
1	Dr M LAKSHMANRAO	PRINCIPAL	MECH	CHAIRMAN
2	Mr. K SINGAIAH	Asst. Professor	MECH	Coordinator
3	Mr. KRISHNA KISHORE	Asst. Professor	ECE	Member
4	Mr. N VENKATA RAO	Asst Professor	MBA	Member
5	Mr. ANDROWS	Asst. Professor	CSE	Member
6	MRS T ASHA JHOTHI	Asst. Professor	S&H	Member
7	K SAILESH KUMAR	Asst. Professor	S&H	Member
8	MISS.O.MOUNIKA	Asst. Professor	MBA	Member
9	EMMANUEL M	STUDENT	MECH	Member
10	N NAVEEN	STUDENT	CSE	Member

Copy to:

- 1.All HOD's
- 2.All Committee Members



*[Signature]*  
Coordinator

*[Signature]*

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Dt: 08-03-2021

Minuets of meeting

PEC/SC & ST Welfare Committee/2020-21/MoM/02

Proceedings of the Meeting of SC & ST Students Welfare Committee

Date : 08-03-2021

Time : 4: 45 PM

Venue : Google Meet (online)

MEMBERS PRESENT:

S.No.	Faculty Name	Department	Role	Signature
1	Dr M LAKSHMANRAO	PRINCIPAL	CHAIRMAN	
2	Mr. K SINGAIAH	Asst. Professor	Coordinator	
3	Mr. G KRISHNA KISHORE	Asst. Professor	Member	
4	Mr. N VENKATA RAO	Asst Professor	Member	
5	Mr. ANDROWS	Asst. Professor	Member	
6	MRS T ASHA JHOTHI	Asst. Professor	Member	
7	K SAILESH KUMAR	Asst. Professor	Member	
8	MISS.O.MOUNIKA	Asst. Professor	Member	
9	EMMANUEL M	Student Representative	Member	
10	N NAVEEN	Student Representative	Member	

The following points were discussed during the meeting and the minutes were recorded as below,

1. The Coordinator Mr K SINGAIAH welcomed the members of the committee who had assembled for finalizing the functions of the committee.
2. Committee gives necessary information given to the office staff regarding SC/ST students. The coordinator suggested the members to encourage students, to various schemes from State Govt., Central Govt. and AICTE.
3. Discussion on overall academic progress of SC/ST students

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**Resolutions:**

Due to Covid-19, we have informed to SC/ST students about examination related information through what's app groups. Minor Problem of SC ST students related to examination process and library books resolved by college and office clerk. We have discussed overall progress and results of SC ST students. Minor issue are discussed.

Copy to:

1. All Committee Members



*[Signature]*  
Coordinator

*[Signature]*

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